



(date stamp)

ANNEXATION APPLICATION

Parcel Information

Project Name: _____

Address: _____

Property
Size: _____

Zoning: _____ Proposed Use of Land: _____

Does a Rezoning application
accompany this application?

YES
☐

NO
☐

Does a Development Plan accompany
this application?

YES
☐

NO
☐

Early Neighborhood Notice (ENN) meeting date: _____

Preapplication Conference Date: _____

Uniform Parcel Code Number(s): _____

Property Owner Information

Name: _____

First

Last

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () _____ E-mail Address: _____

Applicant/Agent Information (if different from owner)

Company Name: _____

Name: _____

First

Last

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () _____ E-mail Address: _____

Correspondence Directed
to:



Owner



Applicant



Both

Agent Authorization (if applicable)

I am/We are the owner(s) and record title holder(s) of the property located at: _____

I/We authorize _____ to act as my/our agent to execute this application.

Signed: _____ Date: _____

Signed: _____ Date: _____

Submittal Checklist (Requirements found in Section 14-3.4 SFCC 1987)

☐ Six (6) 24"x36" plan sets and one (1) CD are required. Please include the following:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Statement addressing approval criteria*	<input type="checkbox"/> Annexation Plat	<input type="checkbox"/> Annexation Master Plan	<input type="checkbox"/> Annexation Agreement (Section 14-3.4(F) SFCC 1987)
<input type="checkbox"/> Traffic Impact Analysis (if required)	<input type="checkbox"/> Letters of water and sewer availability	<input type="checkbox"/> Phasing Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

***Approval Criteria for Annexations (Section 14-3.4(D) SFCC 1987)**

The planning commission and the *governing body* shall review all petition-method annexation proposals on the basis of the following criteria. The reviewing entities must make complete findings of fact sufficient to show that the criteria provided in this section have been met before recommending or approving any annexation:

- (1) the proposed annexation is within the urban area boundary;
- (2) generally, the area to be annexed provides a consolidation of city boundaries and service areas; provided that allowance shall be made for those properties that are prohibited from annexation by charter or other legal instrument; and provided further that in all cases the proposed annexation must be contiguous with existing city boundaries;
- (3) generally, a proposed development should not impose an economic burden on citizens or result in an indirect subsidy of services by the city. Specifically, evidence shall be provided by the applicant that the existing infrastructure; public facilities, including fire stations and parks; and operating services, such as ongoing garbage collection, police and fire, can accommodate the impacts of the proposed development;
- (4) the amount of and proposed use for the land to be annexed is consistent with the city's policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of growth of the city. It is recognized that the city does not have an obligation to annex land if it is determined as a matter of city policy that the inventory of urban land, by land use category, is adequate to meet the projected absorption rates of the city for housing and other purposes for a specified number of years as set forth in that policy;
- (5) any proposed development is compatible with the provisions of Extraterritorial Land Use Ordinance No. 2009-01 Establishing Subdivision, Platting, Planning and Zoning Rules Within the Presumptive City Limits, as amended; and
- (6) all annexation requests are for areas of no fewer than twenty-five acres unless the area produces a consolidation of city boundaries or services or is in phase with the staging plan of the general plan.

Signature

I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 1987. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's zoning staff in a preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and annexation requirements.

Signature: _____ Date: _____

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.